

Sponsor Application Package Checklist

Company Name: _____

			Date	Initial
Site visit conducted				
Career Center visit conducted				
Career Center Representative	Name	Number		
Completed application package page 1 & 2 (including number of journeypersons)				
Written Intake Policy				
Written Work Process (OJT)				
Workers Comp. Policy Carrier's Name:				
Regulations statement sheet signed (after reading regulations)				
Remove and keep apprentice cancellation sheet				
Remove and keep apprentice evaluation sheet				
Remove and keep regulations				
Complete related instruction sheet and attach proof of current related training & outline of related training for term of apprenticeship (this is required for all new sponsors as well as sponsors obligated by the director)				
Standards properly completed				
Completed and signed apprentice agreement must be notarized & filled out COMPLETELY				
** \$300.00 Sponsor certificate check included				
** Passport size photo				
** \$35.00 Check for apprentice picture I.D. (paid for by either apprentice or company)				
All checks made out to: Commonwealth of Massachusetts				